



**KING COUNTY**  
**FISCAL SPECIALIST III**  
**DEPARTMENT OF EXECUTIVE SERVICES**  
**RECORDS, ELECTIONS AND LICENSING SERVICES DIVISION**  
**Hourly Rate Range \$17.28 - \$21.91**  
**Job Announcement: 04RR4310**  
**OPEN: 5/26/04      CLOSE: 6/9/04**

**WHO MAY APPLY:** This position is open to career service employees represented by Teamsters Local 117E.

**WHERE TO APPLY:** Required forms and materials **must** be sent or delivered to: **500 4<sup>th</sup> Ave, Room 450, Seattle, WA 98104**. Applications materials must be received by 4:30 p.m. on the closing date. (Postmarks are NOT ACCEPTED.) Contact Sean Bouffiou at (206) 296-1596 for further inquiries.  
**PLEASE NOTE:** Applications not received at the location specified above may not be processed.

**FORMS AND MATERIALS REQUIRED:** [A King County application](#), data sheet, resume and letter of interest detailing your background and describing how you meet or exceed the requirements are required.

**WORK LOCATION:** King County Administration Building, 500 – 4<sup>th</sup> Ave, Room 553, downtown Seattle.

**WORK SCHEDULE:** This position is overtime-eligible. The work schedule is a 35-hour workweek, Monday through Friday, 8:30 a.m. to 4:30 p.m.

**PRIMARY JOB DUTIES INCLUDE:** Provide payroll and accounts payable support for the Division and perform other administrative support duties for the Division Administrative section. Primary job duties include:

- Process payroll for the division; track and apply various contract provisions; perform all administrative support functions to facilitate payroll processing.
- Maintain accurate records related to Payroll and Accounts Payable/Receivable. Process all accounts payable for the division; maintain petty cash fund.
- Coordinate and track temporary employee program including inputting and receiving approvals for temp hires, tracking temp hours, distributing notification to supervisors regarding temp hour status.
- Track and report all sick leave and vacation leave balances/accruals for all permanent staff.
- Maintain assets inventory program for the division.
- Act as resource for interpretation and dissemination of information relating to county policies and procedures for payroll and accounts payable, including specific contract information.
- Prepare and maintain specialized reports for various purposes within the division using Excel, Access and other electronic tools as may be necessary.
- Establish work methods; recommend changes in workload and procedures.
- Act as Data Coordinator for County's on-line directory.
- Support other centralized administrative responsibilities of the division.

**QUALIFICATIONS:**

- Two years of office experience working with accounts payable, financial records, billings, payroll or comparable tasks;
- Ability to maintain confidentiality; demonstrated ability to work independently and make sound decisions;
- Strong basic math skills;
- Ability to handle difficult interpersonal interactions with discretion and diplomacy;

KING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER. JOB ANNOUNCEMENTS ARE AVAILABLE IN ALTERNATIVE FORMATS FOR PERSONS WITH DISABILITIES.

(206) 296-5209 JOBLINE <http://www.metrokc.gov/ohrm/psd/openings.html> Website Address (206)-296-8535 TTY



## KING COUNTY

- Ability to organize, prioritize and complete multiple tasks simultaneously;
- Ability to meet deadlines;
- Ability to maintain flexibility; and
- Demonstrated proficiency with Access, Excel, Word, and Outlook.

**SELECTION PROCESS:** Qualified candidates may be required to take the Office Proficiency Assessment & Certification (OPAC) core skills test and pass with an 80% or better. An Inbox test may also be administered to test for certain job specific competency.

**UNION MEMBERSHIP:** Positions in this classification are represented by Local 117E, Administrative Support.

**CLASS CODE: 8380 SEQUENCE NUMBER: 0141**